

TRAFFIC ENGINEERING NEEDS REPORT				REPORT CONTROL SYMBOL	
1. THRU <i>(Department or Agency)</i>		2. TO  COMMANDER MILITARY TRAFFIC MANAGEMENT COMMAND ATTN: MT-SA 5611 COLUMBIA PIKE FALLS CHURCH VA 22041-5050		3. FROM <i>(Installation Mailing Address: Name, Street, City, State, Zip Code)</i>	
4. INSTALLATION PROJECT OFFICER					
a. NAME <i>(Last, First, Middle Initial)</i>			b. PHONE NUMBER <i>(Autovon)</i>		c. BUILDING NUMBER
5. DATE OF REQUEST <i>(YYMMDD)</i>	6. DATE DESIRED <i>(YYMMDD)</i>	7. SCOPE OF EVALUATION			
		a. RECONNAISSANCE		c. COMPREHENSIVE	
		b. INTERMEDIATE		d. OTHER <i>(Specify)</i>	
8. PURPOSE OF EVALUATION					
a. PLANNING SUPPORT		c. OPERATIONS <i>(X all that apply)</i>			
	(1) Master Plan		(1) Traffic Circulation		(7) Community Center
	(2) Other Planning <i>(Specify)</i>		(2) Accident Location(s)		(8) Speed Limits
			(3) Gates or Entrances		(9) Parking
b. CONSTRUCTION PROGRAMS			(4) Access Road(s)		(10) Mass Transit
	(1) MC FY _____ Line Item		(5) Intersection(s)		(11) Traffic Control Devices
	(2) Other Construction FY _____ <i>(Specify)</i>		(6) Other <i>(Specify)</i>		
9. DESCRIPTION OF PROBLEM(S) <i>(Enclose site plan showing problem location.)</i>					
10. JUSTIFICATION <i>(If more space is required, attach additional sheet(s).)</i>					
TO BE COMPLETED BY DEPARTMENT OR AGENCY REVIEW AUTHORITY					
11. NUMERICAL RANKING					12. FOR FY

## INSTRUCTIONS FOR DD FORM 1948, TRAFFIC ENGINEERING NEEDS REPORT

**A. PURPOSE AND SCOPE.** The report indicates the priority, scope of study required, and justification for traffic engineering services requested. The data are used to prepare a master schedule for each fiscal year, which contains the most urgent DoD traffic engineering needs.

**B. GENERAL INSTRUCTIONS.** (1) When appropriate, intermediate commands will review individual study request for accuracy, need, and urgency. Comments supporting the requirements may be added by endorsement to the transmittal letter or by additions to the report itself. If the request is found to be unwarranted, it should be returned to the installation with appropriate comments. (2) Based on the information provided in the requests, the review authority will indicate the order of need for the requirements as it ranks with other department or agency requirements and will indicate a fiscal year the evaluation is required.

### C. SPECIFIC INSTRUCTIONS

The following specific guidance is furnished for preparing DD Form 1948. Items not listed are self explanatory.

Item 4.c. **BUILDING NUMBER.** Enter building number of project officer.

Item 6. **DATE DESIRED.** Enter desired date for completion of study.

Item 7. **SCOPE OF EVALUATION.** Consult paragraphs 7-2a(1) through 7-2a(7) of Joint Regulation AR 55-80.

Item 8. **PURPOSE OF EVALUATION.**

a. **Planning Support.** Mark if the evaluation is in support of the master plan or in support of other planning. Specify what the other planning is, such as regional transportation planning, operational planning, etc.

b. **Construction Programs.** Mark "MC" if the evaluation is in support of a military construction (MC) project(s), and indicate the fiscal year of the scheduled project. Mark "Other Construction" if the evaluation is in support of construction other than MC (such as nonappropriated funds), and indicate the fiscal year in which it is scheduled. Also specify what the other construction is.

c. **Operations.** Mark one or more.

(1) **Traffic Circulation** - Mark if the problem(s) involves traffic flow over the roadway system (i.e., congestion, turning movements into and out of service entrances, etc.).

(2) **Accident Location(s)** - Mark if the problem(s) involves a location(s) which experiences a high frequency of accidents. (The definition of "high frequency" depends on the volume of traffic, number of lanes, etc. A general guidance which can be used to determine whether a location should be considered for evaluation as a high frequency accident location is any location on a two-lane highway which experiences three or more accidents per year.)

(3) **Gates or Entrances** - Self-Explanatory.

(4) **Access Road(s)** - Self-Explanatory.

(5) **Intersection(s)** - Self-Explanatory.

(6) **Other** - Mark and specify if the problem involves other than the problem(s) listed.

(7) **Community Center** - Self-Explanatory.

(8) **Speed Limit** - Mark if the problem involves identification of proper speed limits.

(9) **Parking** - Mark if the problem involves lack of available parking space.

(10) **Mass Transit** - Self-Explanatory.

(11) **Traffic Control Devices** - Self-Explanatory.

(12) **Time of Occurrence** - Self-Explanatory.

Item 9. **DESCRIPTION OF PROBLEM(S).** Describe the problem in narrative form. In addition, other data which could be included when applicable are: anticipated personnel changes, an indication of the most heavily used access and installation roads, traffic volumes and/or accident data, traffic classification (trucks vs. cars), an indication of the use of routes by hazardous cargo vehicles, traffic restrictions, condition of roads, and recommendations.

Item 10. **JUSTIFICATION.** Justify request for study. Recommend a priority and provide facts justifying the priority. Classifications are as follows:

#### PRIORITY   DESCRIPTION

- 1 - Problem affects the mission of a combat unit.
- 2 - Problem affects the mission of a combat support unit.
- 3 - Problem affects the safety of personnel. (Any problem which has resulted in three or more lost time injuries and/or deaths over a one year period.)
- 4 - Any requirement in support of a construction project scheduled for the current or upcoming fiscal year.
- 5 - Problem affects the welfare and convenience of personnel. (Any problem which has resulted in three or more noninjury accidents, substantial delays, and/or inconvenience to personnel.)
- 6 - Any requirement in support of planning or military construction other than that covered in priority four.

Item 11. **NUMERICAL RANKING.** Indicate the order of need for the requirement as it ranks with other requirements within the department or agency, and the fiscal year during which the service is required. (Order of need will range from "one" to a number equal to the number of department or agency requirements for the fiscal year.)